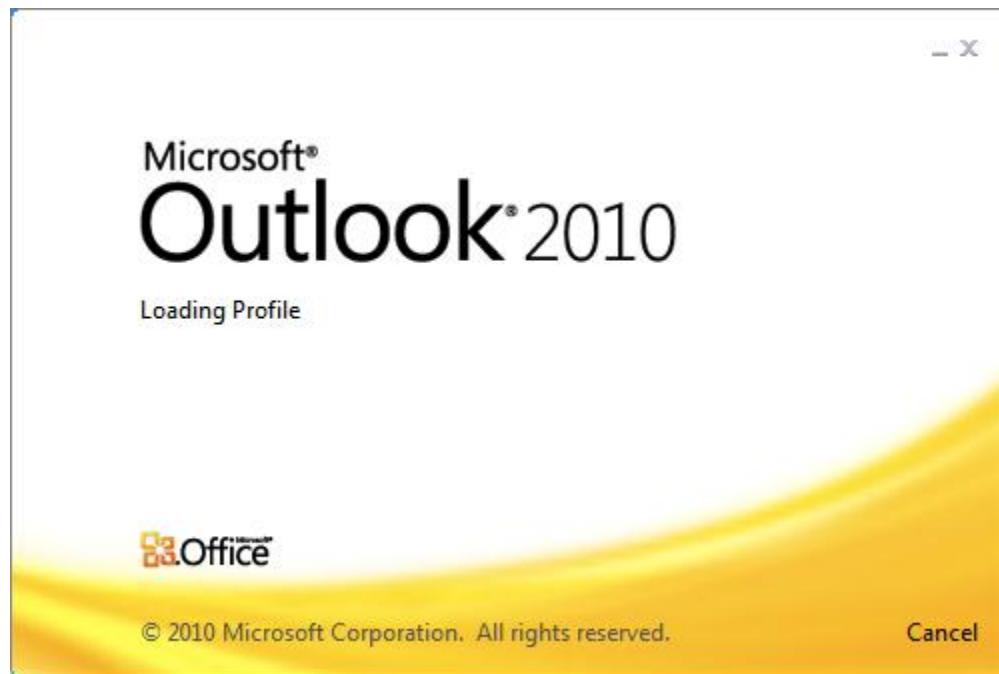


Outlook 2010



Last Revision Date: 10/01/2012

For Assistance contact your Helpdesk

Introduction

OUTLOOK 2010 HELP AND HOW-TO LINKS.....	1
<i>Microsoft Outlook 2010 Features.....</i>	1
<i>Outlook 2010 command interactive reference guide – (Click on the "Open the Outlook guide" link) </i>	1
<i>The Navigation Pane </i>	1
<i>The View Pane.....</i>	1
<i>The Reading (preview) Pane.....</i>	1
E-MAIL MESSAGES	1
<i>Composing</i>	1
<i>Attachments</i>	2
<i>Signatures</i>	2
RULES	2
<i>Out of Office Assistant.....</i>	2
SEARCH.....	2
ENTERPRISE VAULT	2
PERSONAL FILE FOLDERS (PST FILES) – WHY WE DON'T RECOMMEND THEM	2
CALENDAR	2
<i>Appointments, meetings, and events.....</i>	3
<i>Other calendar options</i>	3
CONTACTS, THE GLOBAL ADDRESS LIST (GAL), AND DISTRIBUTION LISTS	3
TASKS	3
NOTES	3
SHARING	3
MAILBOX CLEANUP	4
OTHER HELPFUL INFORMATION.....	4

Outlook 2010 Help and How-to links

Basics

[Outlook 2010 Quick Reference Card](#)

Microsoft Outlook 2010 Features

[Outlook best practices – Training course](#) 

[Discontinued features and modified functionality in Outlook 2010](#)

[**Outlook 2010 command interactive reference guide**](#) – (Click on the “Open the Outlook guide” link) 

The Navigation Pane

[What is the Navigation Pane?](#)

[Change the appearance of the Navigation Pane](#)

[Change the folder arrangement in the Navigation Pane](#)

[Customize the Navigation Pane](#)

[Customize the minimized Navigation Pane](#)

[Turn on or off Favorites in the Navigation Pane](#)

[Add or remove folders in Favorites](#)

[Collapse or expand Favorites in the Navigation Pane](#)

The View Pane

[How to manage your mailbox by setting and changing views.](#) 

[Create, change or customize a view](#)

[Add, remove, or move a column](#)

[Change how the Message List is arranged](#)

[View email messages by conversation - YouTube Training](#) 

[Group or ungroup messages in your Inbox](#)

The Reading (preview) Pane.

[Using the Reading Pane](#) 

E-mail Messages

Composing

[Create an e-mail message - QuickHelp Training](#) 

[Reply to and forward messages](#)

[Save a message](#)

[Mark messages as read or unread](#)

[Print e-mail messages](#)

[Print an e-mail message and attachment](#)

[Change the appearance of your e-mail message](#)

[Check your spelling or grammar](#)

[Assign the level of importance for messages](#)

[Add tracking to e-mail messages](#)

[Delay sending e-mail messages](#)

[Recall or replace a message after it is sent](#)

[Prevent recipient names from showing by using Bcc](#)

[Viewing Bcc recipients of an e-mail message](#)

[How to add another person's mailbox to your Outlook 2010 profile](#)

[Create a template for recipients you e-mail frequently](#)

Attachments

[Attach a file, message, contact, or task e-mail message](#)
[Reduce the size of pictures and attachments](#)
[View, Open, and save attachments](#)
[Print an attachment received in a message](#)
[Add a link in a message](#)

Signatures

[Create and add an e-mail message signature](#) - [YouTube Training](#) 
[Remove double line spacing from a signature](#)

Rules

[Manage email messages by using rules](#)
[Create a backup copy of your rules](#)
[Import or export a set of rules](#)
[Turn a rule on or off](#)
[Delete a rule](#)

Out of Office Assistant

[Send Automatic Replies when you're away](#) 

Search

[Find a message or item by using Instant Search](#)
[Find all my unread messages](#)
[Restore the Unread Mail Folder](#)
[Create a Search Folder](#)
[Reset indexing by rebuilding your Instant Search catalog](#)
[Find all messages with attachments](#)
[Reuse a recent search](#)

Enterprise Vault

[Enterprise Vault - What does it do?](#)

Personal File Folders (PST files) – why we don't recommend them

[The hidden dangers of PST files](#)
[Network stored PST files -- don't do it!](#)
[Microsoft Outlook Best Practices](#)

- [Limits to using PST files over LAN and WAN links](#)
- [Description of the purpose and capacity of PST files](#)

Calendar

[Introduction to the Calendar](#)
[View calendars side-by-side or overlaid](#)
[Change the appearance of your calendar](#)
[Change your Calendar work days and the start of your week](#)

Appointments, meetings, and events

[Create an appointment](#)

[Schedule a meeting with other people](#)

[Create an all-day event](#)

[Respond to an e-mail message with a meeting request](#)

[Add or delete holidays and custom events in your calendar](#)

[Find an available conference room](#)

[Make an appointment or meeting private](#)

[Make an appointment recurring](#)

[Edit an appointment](#) 

[Change an appointment](#)

[How to cancel a meeting](#)

[Set or remove reminders](#)

[Change the sound played for reminders](#)

Other calendar options

[Print a calendar showing appointments and meetings](#)

[Do not print private calendar item details](#)

[Remove items from your calendar](#)

[What are those symbols in my calendar display?](#)

About scheduling resources; Schedule a resource

Contacts, The Global Address List (GAL), and Distribution Lists

There are two basic types of address lists that can go into the Address Book; lists that are created for you, and lists that you create. The Global Address List (GAL) is created and maintained for you and the Contacts List is created and maintained by you.

[Create a contact](#)

[Add new contacts](#)

[How to add contacts from an email message](#)

[Add information to a contact by using the All Fields page](#)

[Display the Contacts list in last name, first name format](#)

[Create and edit a Contract Group](#) (formerly distribution list) – NOTE: If a work-related distribution list is to be shared by multiple users, it should be created in the GAL. This requires a [FootPrints](#) ticket.

[How to quickly search contact details](#)

[Print Contacts](#)

Tasks

[Create a task](#)

[View your tasks](#)

[Complete or Remove a task](#)

Notes

[Create a note](#)

[Customizing notes](#)

Sharing

[Share an Outlook calendar with other people](#)

[Open another person's Exchange Calendar](#)

[Allow someone else to manage your mail and calendar](#)

[Share task folders with others](#)

Mailbox cleanup

[Mailbox Cleanup](#)

[Find your mailbox size](#) and [clean up folders](#)

[Empty the Deleted Items folder](#)

[Recover deleted items](#)

Other helpful information

[How to unhide the Office ribbon in Outlook 2010](#)

[View these QuickHelp training videos](#) – Expand Outlook 2010 and choose the video you wish to view
Outlook Help: from within Outlook, click on the "File" tab -> "Help" -> "[Getting Started](#)"

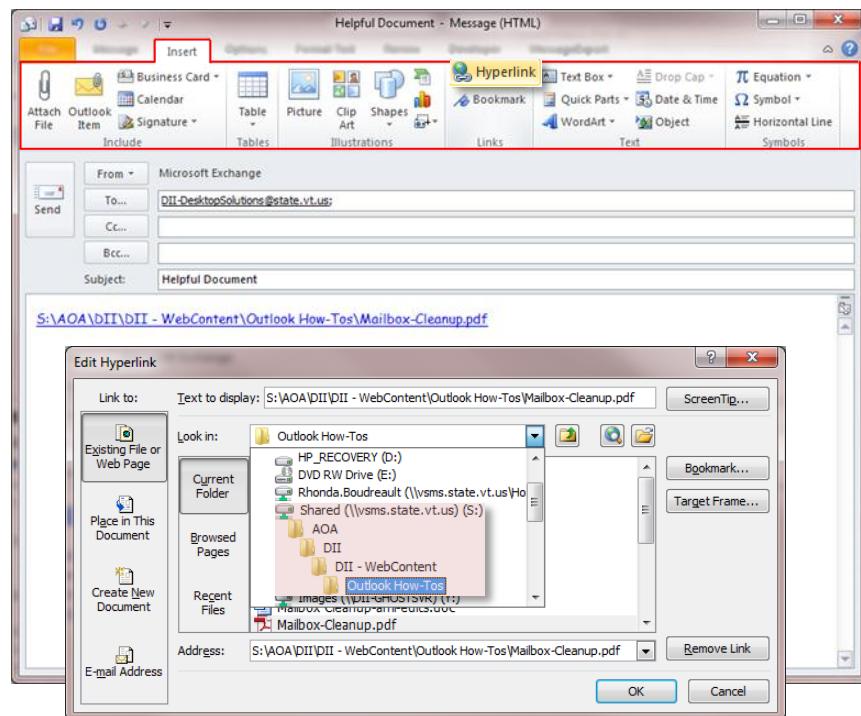
[Keyboard shortcuts for Outlook](#)

[View e-mail message headers](#)

[Create a desktop shortcut](#)

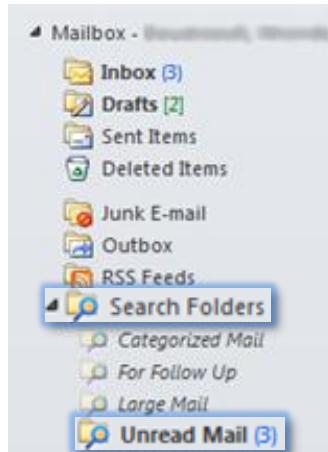
[Discontinued features and modified functionality in Outlook 2010](#)

To send a link to a file on the Shared drive, click on “Hyperlink” from the “Insert” tab; use the dropdown arrow in the “Look in:” box and locate your file; click on OK and your link will appear in your email message.



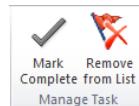
[Back](#)

To locate all unread email, from the Left Navigation Pane, expand “Search Folders” and click on “Unread Mail”



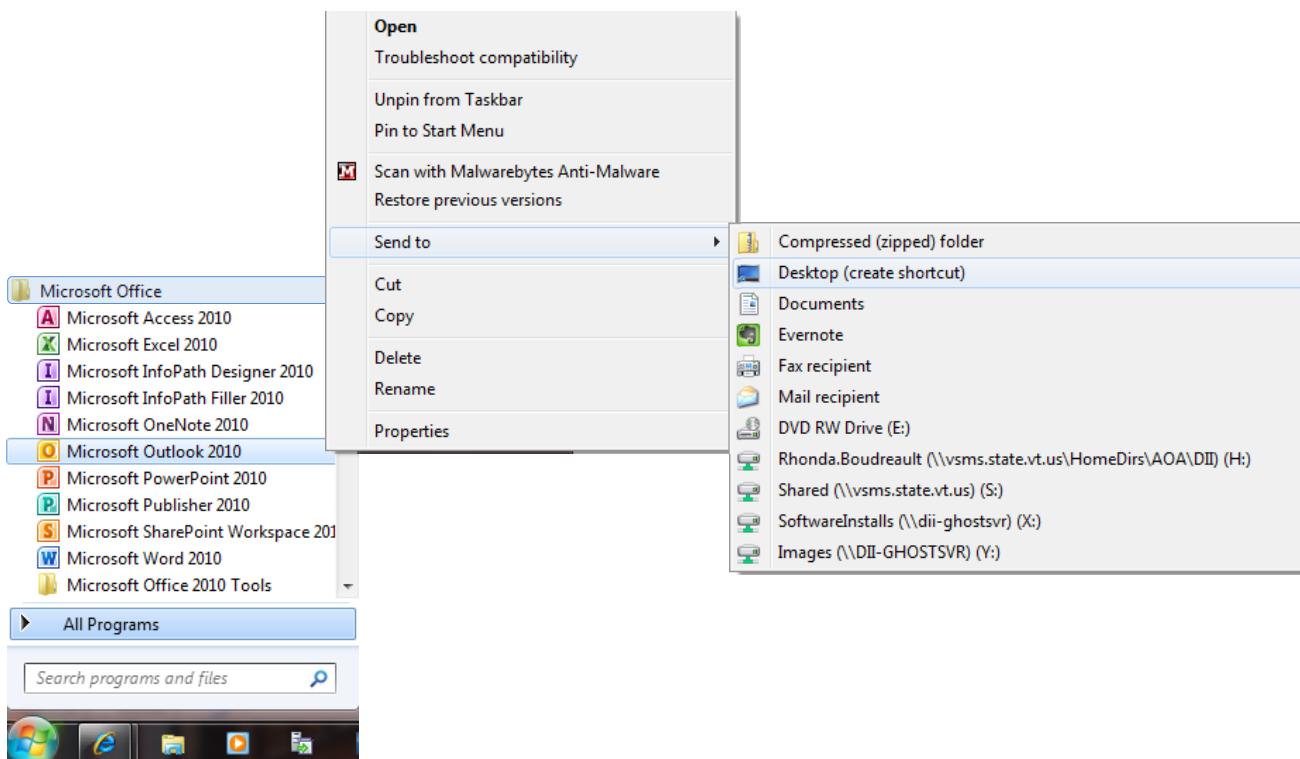
[Back](#)

Highlight the Task; from the Manage Task group on the Outlook Ribbon, choose either Mark Complete or Remove from List.



[Back](#)

Start -> All Programs -> Microsoft Office -> Microsoft Outlook 2010 -> Send to -> Desktop (create shortcut)



[Back](#)